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SECRETARY GENERAL'S BULLETIN

ORGANIZATION OF THE DEPARTMENT OF GENERAL
ASSEMBLY AFFAIRS AND CONFERENCE SERVICES

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Department of General Assembly Affairs and Conference Services, promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2

Functions and organization

2.1 The Department of General Assembly Affairs and Conference Services:

(a) Provides technical and secretariat support services to the General Assembly, its General Committee and Main Committees and various subsidiary organs;

(b) Provides technical and secretariat support services to the Economic and Social Council and most of its subsidiary bodies, and ad hoc bodies and special conferences dealing with economic, social and related matters;

(c) Provides meeting and documentation services to all intergovernmental organs and expert bodies meeting at Headquarters, and in other locations for which it is responsible, as well as other translation and publishing services;

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(d) Provides advice to the Secretary-General and to Secretariat Departments and Offices on matters relating to the work of the bodies it services;

(e) Prepares studies on relevant articles of the Charter for the Repertory of Practice of United Nations Organs.

2.2 The Department is divided into organizational units as described in the present bulletin.

2.3 The Department is headed by the Under-Secretary-General for General Assembly Affairs and Conference Services. The Under-Secretary-General, the Assistant Secretary-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Under-Secretary-General for General Assembly Affairs and Conference Services

3.1 The Under-Secretary-General for General Assembly Affairs and Conference Services is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for all the activities of the Department, as well as its administration, and represents the Secretary-General in meetings related to the functions of the Department and in intergovernmental organs and expert bodies as required.

3.3 The Under-Secretary-General is also responsible for directing the development of conference-servicing policies, procedures and practices for the United Nations worldwide, and coordinating their provision and the allocation of resources therefor.

3.4 The Under-Secretary-General chairs the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 4

Assistant Secretary-General, Deputy to the Under-Secretary-General for General Assembly Affairs and Conference Services

The Assistant Secretary-General is accountable to the Under-Secretary-General and has the following functions:

(a) Assisting the Under-Secretary-General as Deputy in the performance of his/her functions;

(b) Acting as the Officer-in-Charge of the Department during the absence of the Under-Secretary-General;

(c) Producing some of the planned outputs of the Department.

Section 5

Office of the Under-Secretary-General and the Assistant Secretary-General

5.1 The Office of the Under-Secretary-General and Assistant Secretary-General is headed by a Chief who is accountable to the Under-Secretary-General.

5.2 The Office supports the Under-Secretary-General and the Assistant Secretary-General in the discharge of the responsibilities of their posts. It provides assistance in the development of management strategies and policies and is responsible for preparing the programme of work, monitoring programme implementation as well as coordinating programme evaluations. The Office provides overall coordination in the preparation and revision of the departmental inputs to the medium-term plan and programme budget. It also provides coordination in the Department's continuous efforts to develop and implement efficiency measures.

Section 6

Central Planning and Coordination Service

6.1 The Central Planning and Coordination Service is headed by a Chief who is accountable to the Under-Secretary-General.

6.2 The core functions of the Service are as follows:

(a) Developing and coordinating the biennial calendar of conferences and meetings of the United Nations; and planning and servicing meetings at Headquarters and coordinating the servicing of meetings at other locations;

(b) Planning and monitoring the production schedule for documentation at Headquarters in accordance with the requirements of meetings, and ensuring compliance with instructions and guidelines on control and limitation of documentation;

(c) Maintaining statistical records of conference-servicing activities;

(d) Providing substantive and technical secretariat services for the Committee on Conferences;

(e) Providing secretariat services for the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Section 7

Division of General Assembly and Economic and Social Council Affairs

7.1 The Division of General Assembly and Economic and Social Council Affairs is headed by a Director who is accountable to the Under-Secretary-General.

7.2 The core functions of the Division are as follows:

(a) Providing secretariat services to meetings of the General Assembly, its General Committee and its First, Second, Third and Fourth Committees, as well as various subsidiary bodies;

(b) Providing secretariat services to the Economic and Social Council and most of its subsidiary bodies, and ad hoc bodies and special conferences dealing with economic, social and related subjects;

(c) Providing secretariat services to the Trusteeship Council;

(d) Planning and organizing activities and services related to sessions of the organs and bodies mentioned above;

(e) Providing assistance to the President of the General Assembly, the President of the Economic and Social Council, the President of the Trusteeship Council and the presiding officers of the other bodies mentioned above in all matters relating to the conduct of their work;

(f) Advising delegations and Secretariat units and officials on the work of these organs and bodies, and regularly providing analytical briefs to the Secretary-General on major developments in the deliberations of these bodies;

(g) Providing secretariat services to the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples.

Section 8

Translation and Editorial Division

8.1 The Translation and Editorial Division is headed by a Director who is accountable to the Under-Secretary-General.

8.2 The core functions of the Division are as follows:

(a) Translating all official United Nations documents, meeting records, publications and correspondence at Headquarters from and into Arabic, Chinese, English, French, Russian and Spanish;

(b) Translating selected materials into German;

(c) Arranging for contractual translation and text-processing where appropriate and cost-effective;

(d) Editing drafts of parliamentary documents, and editing and preparing for reproduction the official records of meetings and sessions;

(e) Issuing drafting and editorial guidelines for the Secretariat;

(f) Providing reference and terminology services for authors, drafters, editors, interpreters, translators and verbatim reporters.

Section 9

Interpretation, Meetings and Publishing Division

9.1 The Interpretation, Meetings and Publishing Division is headed by a Director who is accountable to the Under-Secretary-General.

9.2 The core functions of the Division are as follows:

(a) Providing interpretation services from and into Arabic, Chinese, English, French, Russian and Spanish for meetings held at Headquarters and those at other locations which the Department is responsible for servicing;

(b) Preparing verbatim records of meetings of the General Assembly, the Security Council and other bodies entitled to them;

(c) Preparing documents and other materials for printing using text-processing or desktop publishing methods;

(d) Printing and binding documents, publications and other materials;

(e) Distributing and storing documents, publications and other materials, and managing the archiving of such material on the optical disk system and its retrieval from it;

(f) Processing and dispatching official correspondence.

Section 10

Executive Office

10.1 The Executive Office is headed by an Executive Officer who is accountable to the Under-Secretary-General.

10.2 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

10.3 An information management and technology function is assigned to the Executive Office.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 15 September 1997.

11.2 Secretary-General's bulletin of 1 May 1983, entitled "A description of the functions and organization of the Department of Conference Services" (ST/SGB/Organization, Section Q/Rev.2), is hereby abolished.

(Signed) Kofi A. ANNAN
Secretary-General